

DELAWARE TRANSIT CORPORATION

POSTING NO 089-2015

POSITION VACANCY POSTING

DATE OF POSTING May 21, 2015

CLOSING DATE June 19, 2015

METHOD OF APPLICATION: EMPLOYMENT APPLICATION

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR AN EMPLOYMENT APPLICATION OR BY SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **June 19, 2015**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

=====

POSITION #: 049 JOB CODE #: 099

POSITION TITLE Accountant II

PAY GRADE 10 PAY RATE PAY RANGE \$31,440. - \$39,300.
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Kent County DEPARTMENT Finance
SECTION Accounting

=====

CLASSIFICATION: FULL TIME X PART-TIME

CONTRACT: 8FR 8DR 32 N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS: Monday – Friday

=====

SUMMARY OF POSITION:

The Accountant II is responsible for carrying out accounting functions of the Delaware Transit Corporation at the full professional level. Specific responsibilities include the full range of accounting functions within one or more specialty areas, which include accounts payable, accounts receivable, fixed assets, revenue control, payroll, and capital grants accounting. Specialty areas report as follows: accounts payable, accounts receivable, revenue control, and payroll to the Assistant Controller; fixed assets and capital grants to the Fixed Assets and Grants Manager.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

=====

EQUAL OPPORTUNITY EMPLOYER

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

1. Experience in applying Generally Accepted Accounting Principles (GAAP), State, and Federal regulations when performing accounting functions.

Applicants must detail all experience applying Generally Accepted Accounting Principles (GAAP), State, and Federal regulations when performing accounting functions.

2. Experience in the interpretation of laws, rules, regulations, standards, policies, and procedures.

Applicants must detail all experience in the interpretation of laws, rules, regulations, standards, policies, and procedures.

3. Experience in the use of an automated information system to enter, update, modify, delete, retrieve/inquire and report on data, preferably with PeopleSoft.

Applicants must detail all experience in the use of an automated information system to enter, update, modify, delete, retrieve/inquire and report on data, preferably with PeopleSoft.

4. Experience in creating financial reports.

Applicants must detail all experience in creating financial reports.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT_____X_____

=====

EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in the Preferred Qualifications."